



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Same Day Registration

Processes, Procedures, and FAQs

August 2022

NOTE: Do not provide this document to anyone without VERIS credentials, including through FOIA, without first redacting all screenshots of VERIS.

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20. Same Day Registration

20.1 HOW TO USE THIS DOCUMENT

This document contains all necessary information related to Same Day Registration (SDR) and includes a Decision Tree, a flow chart and step-by-steps for SDR during early voting, a flow chart and step-by-steps for SDR on Election Day, a step-by-step guide to entering SDR voter registration applications into VERIS, and Frequently Asked Questions (FAQs). The document is set up and arranged in such a way as to allow you to print only the pages you might want without getting information from the other sections while also providing comprehensive guidance for SDR.

20.2 HOW THIS DOCUMENT IS ORGANIZED

This document is separated into seven (7) parts:

- Procedures for SDR During Early Voting
- Procedures for SDR on Election Day
- Entering SDR Voter Registration Applications into VERIS
- Adding an Absentee Application for an SDR Early Voter
- Adding Voter History for Early Voting SDR Voters
- Adding Voter History for Election Day SDR Voters
- FAQs

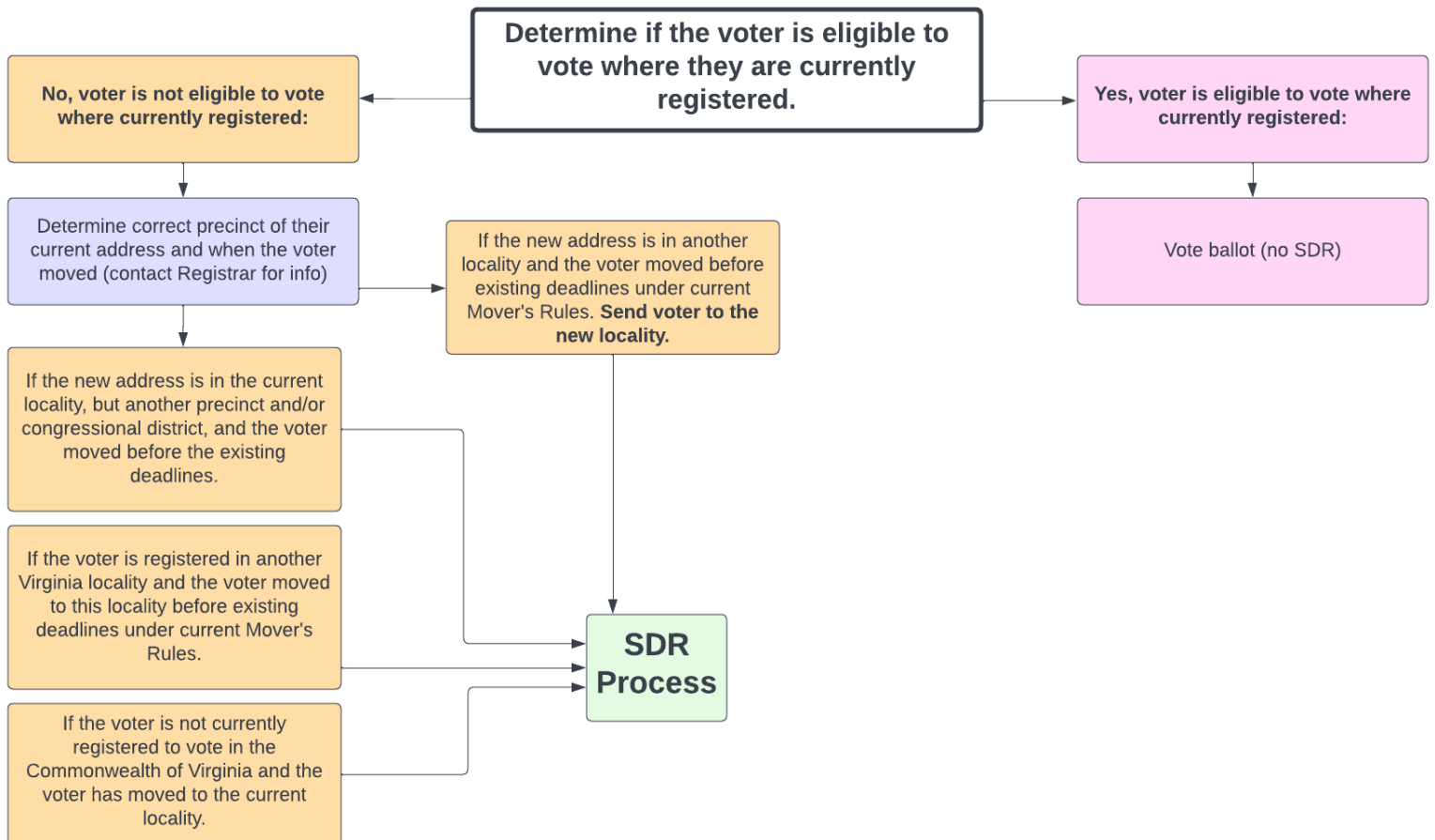
Together, these sections provide comprehensive guidance for SDR and can easily be broken up and printed as separate manuals for use by specific individuals.

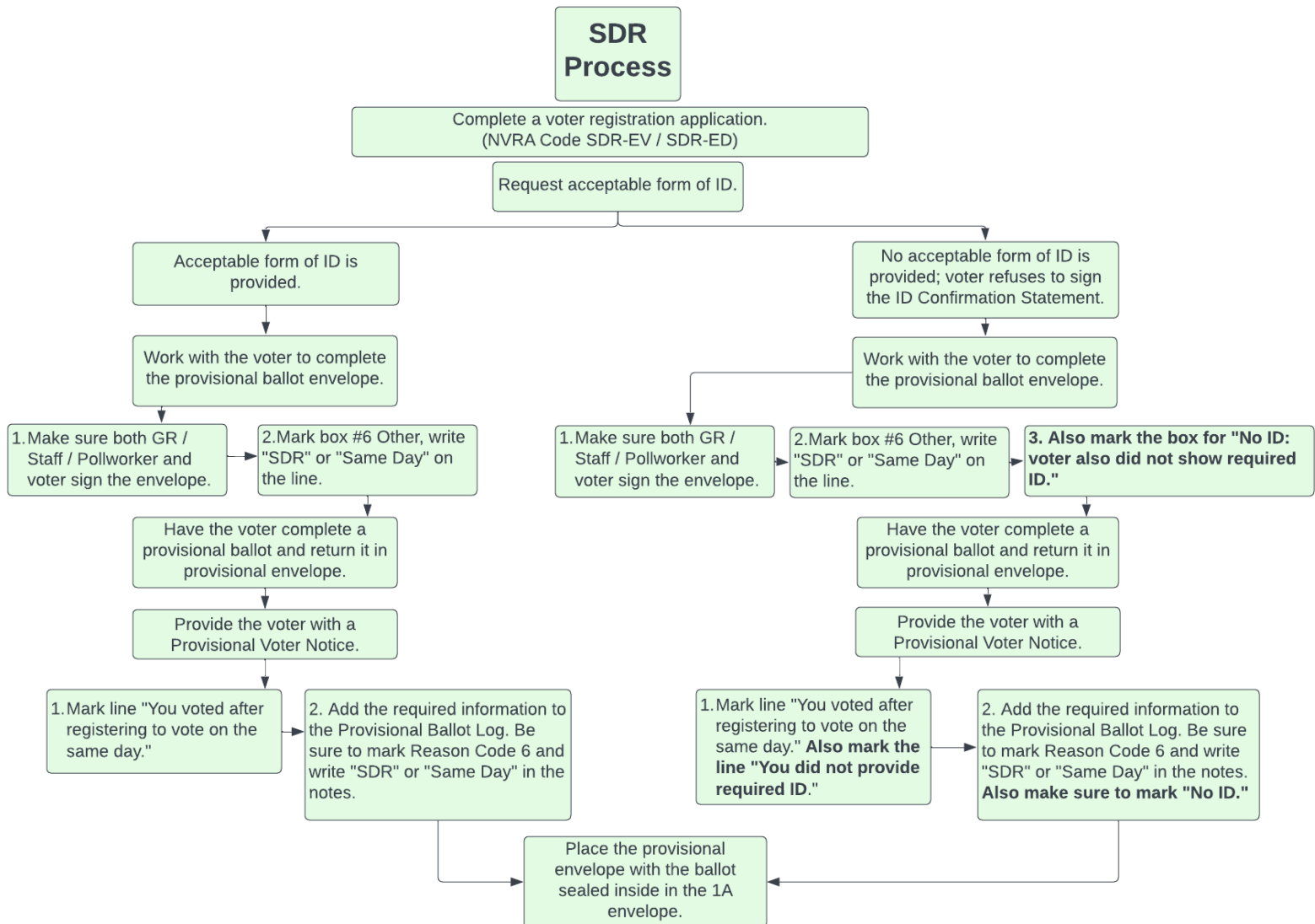


20.3 EARLY VOTING – SAME DAY REGISTRATION

DURING THE PERIOD BETWEEN THE CLOSE OF REGISTRATION AND THE END OF EARLY VOTING

****Before issuing SDR Provisional Ballot, determine if voter is eligible to vote on the machine under What-ifs sections 4-8.***





20.3.1 Early Voting SDR Step-by-Steps

- 1) Determine if the voter is registered at their current address.
- 2) If not, determine the correct precinct of their current address and when the voter moved.
- 3) Determine if the voter is eligible to vote where they are currently registered under the “Mover’s Rules” (What-If # 4-8). Even if a voter is qualified to vote under the Mover’s Rules, they may still change their voter registration using the SDR process and vote a provisional ballot. This is a decision that is up to the voter.
 - a. If the voter is eligible to vote where they are currently registered, offer this option first
 - i. Follow existing procedures.
 - b. If the voter is not eligible to vote where they are currently registered because the new address is in *another* locality and the voter moved *before* existing deadlines under current “Mover’s Rules,” send the voter to the new locality.
 - c. If the voter is not eligible to vote where they are currently registered because the new address is in the *current* locality but another precinct and/or congressional district and the voter moved *before* existing deadlines under current “Mover’s Rules,” **proceed to Step 4 (SDR).**
 - d. If the voter is not eligible to vote where they are currently registered because the voter is registered in another Virginia locality and the voter moved to this locality *before* existing deadlines under current “Mover’s Rules,” **proceed to Step 4 (SDR).**
 - e. If the voter is not eligible to vote because the voter is not currently registered to vote in the Commonwealth of Virginia and the voter has moved to the current locality, **proceed to Step 4 (SDR).**
- 4) Have the voter complete a Voter Registration Application – review the document for completeness and registration eligibility. Enter the application into VERIS and use the NVRA Code “B - ABSENTEE VOTING - SDR.” If the voter registration cannot be entered at the time the voter presents to vote, place the application in the Envelope 8 to be delivered to the GR for entry.
 - a. If the voter is already listed as an SDR voter, refer to Section 20.5, Step 4 of this document.
 - b. *Best practice* – enter the voter registration into VERIS as soon as possible.
 - c. *Suggestion* – Have color-coded or other distinct voter registration applications ready in advance for SDR purposes.
- 5) Request the voter provide an acceptable form of ID.
 - a. If voter presents acceptable ID:
 - i. Work with the voter to complete the provisional ballot envelope.
 1. Make sure both you and the voter sign the envelope.
 2. Mark box #6 “other” and write “SDR” or “Same Day” on the line.
 - ii. Provide the voter with a ballot and have them vote the ballot and return it to you in the provisional envelope.



- iii. Provide the voter with a Provisional Voter Notice.
 - 1. Mark the line “You voted after registering to vote on the same day.”
 - 2. Add the required information to the Provisional Ballot Log. Be sure to mark Reason Code 6 and write “SDR” or “Same Day” in the notes.
 - iv. Place the provisional envelope with the ballot sealed inside in the 1A envelope.
 - v. The process is complete and the voter is free to leave.
- b. If the voter does not present acceptable ID and refuses to sign the ID Confirmation Statement:
- i. Work with the voter to complete the provisional ballot envelope.
 - 1. Make sure both you and the voter sign the envelope.
 - 2. Mark box #6 “other” and write “SDR” or “Same Day” on the line.
 - 3. Also mark the box for “No ID: voter also did not show required ID.”
 - ii. Provide the voter with a ballot and have them vote the ballot and return it to you in the provisional envelope.
 - iii. Provide the voter with a Provisional Voter Notice.
 - 1. Mark line “You voted after registering to vote on the same day.”
 - 2. Also mark the line “You did not provide required ID. (See other side.)”
 - iv. Add the required information to the Provisional Ballot Log. Be sure to mark Reason Code 6 and write “SDR” or “Same Day” in the notes. Also make sure to mark “No ID.”
 - v. Place the provisional envelope with the ballot sealed inside in the 1A envelope.
 - vi. The process is complete and the voter is free to leave.
- 6) Enter the Early Voting Absentee application into VERIS using the steps in section 20.6 of this document.

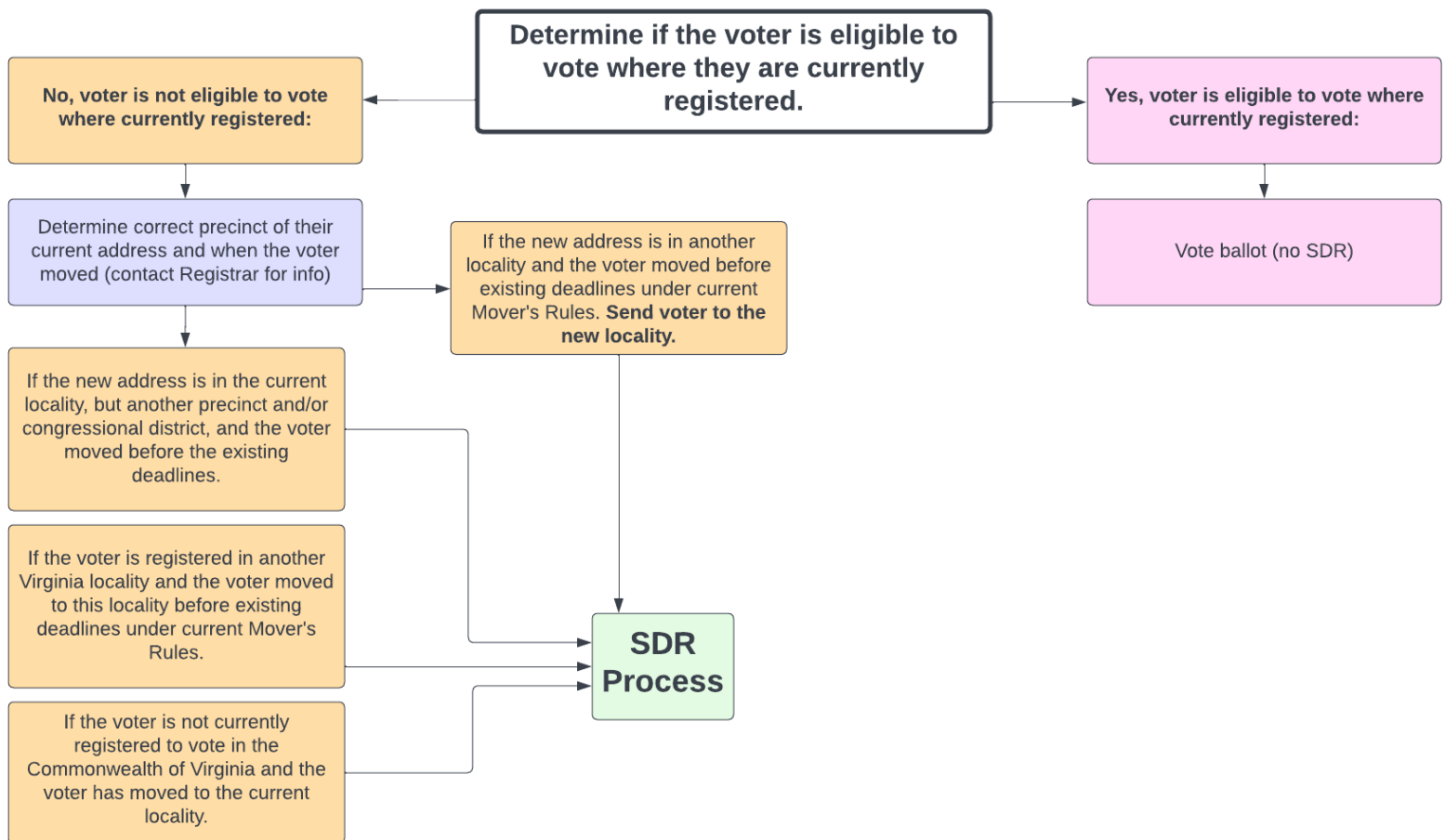
Sections 5a and 5b of this document can be edited to change the flow of the steps for GR/staff and voters to match the standard procedure in your locality.

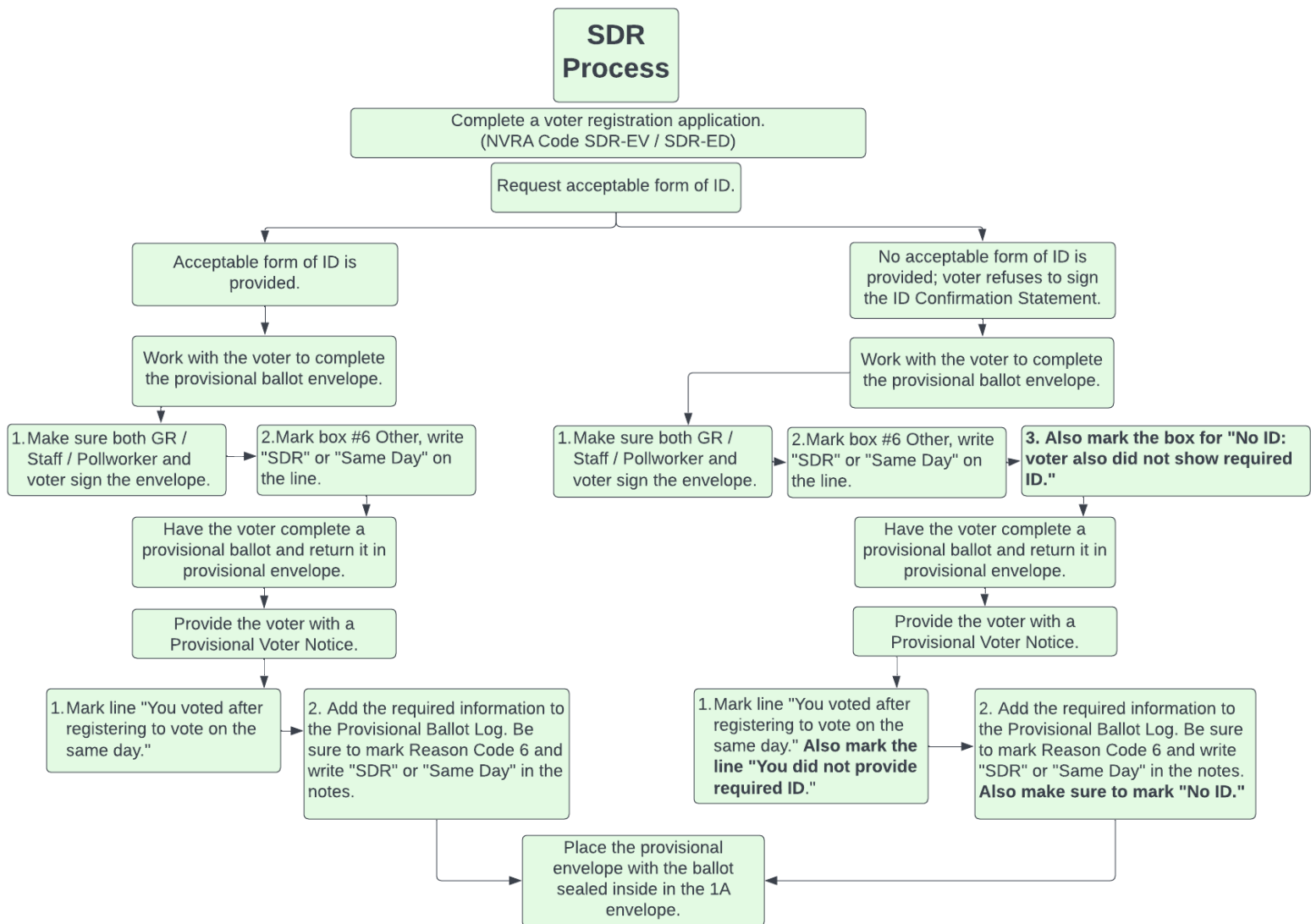


20.4 ELECTION DAY – SAME DAY REGISTRATION

ON ELECTION DAY ONLY

****Before issuing SDR Provisional Ballot, determine if voter is eligible to vote on the machine under What-Ifs sections 4-8.***





20.4.1 Election Day SDR Step-by-Steps

- 1) Determine if the voter is registered at their current address.
- 2) If not, determine the correct precinct of their current address and when the voter moved.
- 3) Determine if the voter is eligible to vote where they are currently registered under the “Mover’s Rules” (What-If # 4-8). Even if a voter is qualified to vote under the Mover’s Rules, they may still change their voter registration using the SDR process and vote a provisional ballot. This is a decision that is up to the voter.
 - a. If the voter is eligible to vote where they are currently registered, offer this option first
 - i. Follow existing procedures.
 - b. If the voter is not eligible to vote where they are currently registered because the new address is in *another* locality and the voter moved *before* existing deadlines under current “Mover’s Rules,” send the voter to the new locality.
 - c. If the voter is not eligible to vote where they are currently registered because the new address is in the *current* locality but another precinct and/or congressional district and the voter moved *before* existing deadlines under current “Mover’s Rules,” **proceed to Step 4 (SDR).**
 - d. If the voter is not eligible to vote where they are currently registered because the voter is registered in another Virginia locality and the voter moved to this locality *before* existing deadlines under current “Mover’s Rules,” **proceed to Step 4 (SDR).**
 - e. If the voter is not eligible to vote because the voter is not currently registered to vote in the Commonwealth of Virginia and the voter has moved to the current locality, **proceed to Step 4 (SDR).**
- 4) Have the voter complete a Voter Registration Application – review the document for completeness and registration eligibility.
 - a. *Suggestion* – Have color-coded or other distinct voter registration applications ready in advance for SDR purposes.
- 5) Check the pollbook to determine if the voter has already voted absentee or SDR.
- 6) Request the voter provide an acceptable form of ID.
 - a. If voter presents acceptable ID:
 - i. Work with the voter to complete the provisional ballot envelope.
 1. Make sure both you and the voter sign the envelope.
 2. Mark box #6 “other” and write “SDR” or “Same Day” on the line.
 - ii. Provide the voter with a ballot and have them vote the ballot and return it to you in the provisional envelope.
 - iii. Provide the voter with a Provisional Voter Notice.
 1. Mark the line “You voted after registering to vote on the same day.”
 - iv. Add the required information to the Provisional Ballot Log. Be sure to mark Reason Code 6 and write “SDR” or “Same Day” in the notes.
 - v. Place the provisional envelope with the ballot sealed inside in the 1A envelope.



- vi. The process is complete and the voter is free to leave.
- b. If the voter does not present acceptable ID and refuses to sign the ID Confirmation Statement:
 - i. Work with the voter to complete the provisional ballot envelope.
 - 1. Make sure both you and the voter sign the envelope.
 - 2. Mark box #6 “other” and write “SDR” or “Same Day” on the line.
 - 3. Also mark the box for “No ID: voter also did not show required ID.”
 - ii. Provide the voter with a ballot and have them vote the ballot and return it to you in the provisional envelope.
 - iii. Provide the voter with a Provisional Voter Notice.
 - 1. Mark line “You voted after registering to vote on the same day.”
 - 2. Also mark the line “You did not provide required ID. (See other side.)”
 - iv. Add the required information to the Provisional Ballot Log. Be sure to mark Reason Code 6 and write “SDR” or “Same Day” in the notes. Also make sure to mark “No ID.”
 - v. Place the provisional envelope with the ballot sealed inside in the 1A envelope.
 - vi. The process is complete and the voter is free to leave.
- 7) At the end of Election Day, place the Provisional Ballot Log in Envelope 8 with the voter registration applications.

Sections 5a and 5b of this document can be edited to change the flow of the steps for GR/staff and voters to match the standard procedure in your locality.



20.5 ENTERING SDR VOTER REGISTRATION APPLICATIONS

FROM EARLY VOTING AND ELECTION DAY

- 1) During early voting, provide Registrar with SDR voter registration applications daily for entry into VERIS.
 - a. **REQUIREMENT:** All early voting SDR applications must be entered into VERIS before you produce your pollbook.
 - b. Best Practice – Enter the voter registration into VERIS before providing the voter with the provisional envelope and ballot.
- 2) For applications received on Election Day, enter into VERIS as soon as possible, but no later than 5:00 p.m. on the Friday after the election.
- 3) All early voting SDR applications must be entered into VERIS by the time you pull your poll book information for these voters to appear in the pollbook. By using one of the NVRA codes below, VERIS will allow you to bypass the close of books to register this voter.
 - a. Enter the SDR applications in VERIS as you normally would for voters when the books are open. For early voters, use the NVRA code “B – Absentee Voting - SDR.”

[REDACTED]



- b. For Election Day voters, use the NVRA code “E – Election Day Voting - SDR.”

[REDACTED]

[REDACTED]

- 4) VERIS presents an on-screen flag if voter being entered already has an SDR application entered.
 - a. NO FLAG: proceed to enter the application.
 - b. FLAG: If the date of the application you are entering is later than the application that was already entered:
 - i. Set the status to “incomplete.”
 - ii. The provisional ballot associated with the earlier application will be counted, and the SDR provisional ballot associated with the application you are processing will need to be denied by the electoral board. Note this information to provide to your electoral board.
 - iii. After canvass, you will complete processing of this registration to “pull” the voter into your locality or into the new precinct (if in the same locality).
 - c. FLAG: If the date on the registration application is earlier than the application that was already entered:
 - i. Contact the locality in which the voter is shown to have registered and voted using SDR.
 - ii. The locality with the later application and ballot (that has already been entered into VERIS) will need to enter the voter registration application and the absentee ballot application (if during early voting). The locality will then need to contact the “losing locality.”
 - iii. If this occurs, contact ELECT either by entering a System Support ticket or by contacting your Elections and Registration Services Specialist for additional guidance on next steps.

- 5) If the application is not able to be processed (material omission, prohibited, etc.), deny the application in the same manner as any other voter registration and prepare the denial notice. There is no legal process to correct a material issue with an SDR application. The accompanying ballot cannot be accepted because the respective registration application has been denied.
 - a. At the proper time, use the VERIS Non-Registered Voter hopper to send “Ballot Not Counted” notices to the Provisional Voter.
 - b. If a voter’s application is denied, the voter can return to the office, fill out another voter registration application, and vote another provisional ballot. If that SDR voter registration application can be accepted because there are no material omissions, the SDR provisional ballot associated with that application can be accepted by the electoral board.

- 6) After all SDR applications are entered in VERIS by 5:00 p.m. on the Friday after Election day, VERIS can produce an exception report (titled “Final Same Day Voter Registration Duplicate



Report”) identifying any SDR applications that appear to be duplicated within the Commonwealth. The report will be run by ELECT and emailed to all general registrars on the Saturday after Election Day.

- a. If a voter has multiple SDR voter registration applications, the last one provided will ultimately be where the voter is registered. However, you will need to leave that voter’s application as “incomplete” until after canvass.
 - b. The first SDR provisional ballot cast will be the ballot that can be counted by an electoral board. You may need to contact the other general registrars to determine which ballot was cast first.
 - c. If you have multiple SDR voter registration applications from the same person (especially if they are submitted on Election Day, contact your Commonwealth’s Attorney or law enforcement.
- 7) If no exception is reported, the SDR provisional ballot is counted at the Provisional Ballot meeting of the Electoral Board, per ELECT-issued guidance. Note: If the provisional ballot is SDR/No ID, the voter must provide ID in the same manner as any other No ID Provisional voter.

The SDR flag will be removed from the voter’s record in VERIS after the completion of any election contest period. If you have a stand-alone special during this time, the flag will still show for that election as well. You will need to research carefully any SDR flags that come up when processing SDR voters for the stand alone special.

20.6 ADDING AN EARLY VOTING ABSENTEE APPLICATION FOR AN SDR VOTER

[REDACTED]

The following fields must be entered on the SDR Absentee application:

- a. Election: [Upcoming election for the locality]
- b. Application Type: In Person
- c. Application Received Date: [date of SDR registration]
- d. Received by Method: In Person
- e. Reason: NE – No excuse
- f. Ballot for Primary
 - a. Blank if election is not a primary election
 - b. Republican or Democratic based on election choice of the voter if it is a primary election
- g. Ballot Type: Full Ballot



- h. Ballot Sent By: In Person
- i. Ballot Mailing Address:
 - a. Same As Mailing checked
 - b. Registration mailing address is displayed
- j. Application Status: Approved
- k. Status Change Reason: "Approved SDR"
- l. Save the application.

[REDACTED]

Save the Absentee Application. The Absentee Ballot Maintain screen will immediately open. The following fields must be entered on the SDR Absentee application:

- a. Ballot Issued Date: [Same as on AB application]
- b. Ballot Sent By: In Person
- c. Ballot Sent To: In Person
- d. Election: [Same as on AB application]
- e. Reason: NE – No Excuse
- f. Ballot Type: Full Ballot
- g. Date Printed: [Same as Ballot Issued Date]
- h. Ballot Received Date: [Same as Ballot Issued Date]
- i. Received by Method: In Person
- j. Ballot Status: Provisional
- k. Ballot Status Comment: SDR
- l. Save the Ballot



[REDACTED]

The Absentee History page will display. Verify the ballot status is “Provisional.”

[REDACTED]

A ballot with a status of “Provisional” will not automatically create a voting history record for the voter. It must be created manually after the canvass/provisional ballot meeting.

20.7 ADDING VOTER HISTORY FOR EARLY VOTING SDR VOTERS

As mentioned in section 20.6, a ballot with a status of “Provisional” will not automatically create a voting history record for the voter. It must be created manually after the canvass/provisional ballot meeting.

1. Go to the Voter’s record.
2. Go to Voter Overview > Provisional History

[REDACTED]

[REDACTED]

3. Click the “Add Provisional History” button. In the Voter History record, verify or enter the following information:
 - a. Election: matches election from the AB Application
 - b. Voted: Before Election
 - c. Provisional (Absentee): is checked
 - d. Reason Cast: Same Day Registration <new>
 - e. Provisional Counted: Not Counted is checked
 - f. Counted or Not Counted Reason
 - g. Ballot: Full Ballot



4. Select the new Reason Cast option added to the dropdown menu for SDR.

[REDACTED]

(The following screenshot is for an SDR Provisional Ballot that is counted.)



(The following screenshot is for use when an SDR provisional ballot is not counted.)

[REDACTED]

[REDACTED]

Information indicating the provisional ballot was not counted appears on the voter's record.

[REDACTED]

Uncounted provisionals generate a correspondence letter that appears on the voter's correspondence history page.

[REDACTED]

[REDACTED]

20.8 ADDING VOTER HISTORY FOR ELECTION DAY SDR VOTERS

The Election Day SDR voter will not have an Absentee Application or Ballot Record, because their ballot was issued at the polling place. The same steps apply for adding the provisional ballot record for Election Day voters in VERIS.

1. Go to the Voter Overview as shown below:

[REDACTED]



2. Go to the Provisional History page and click the “Add Provisional History” button.

[REDACTED]

3. On the Provisional Vote History page, verify or enter the following information:
 - a. Election: matches election from the AB Application
 - b. Voted: Before Election
 - c. **Provisional (Non-Absentee): is checked**
 - d. Reason Cast: Same Day Registration <new>
 - e. Provisional Counted: Not Counted is checked
 - f. Counted or Not Counted Reason
 - g. Ballot: Full Ballot

The provisional Non-Absentee Reason Cast Dropdown

[REDACTED]

[REDACTED]

[REDACTED]

4. The Voter History screen shows that the voter’s provisional ballot was counted.

[REDACTED]

5. No correspondence is created if the ballot is counted.

[REDACTED]



20.9 FAQs

- | | | |
|---|---|--|
| 1 | Can people change their registration same day? Or does this only apply to voters who have not been registered anywhere? | Yes, a voter who is changing their registration can use Same Day Registration. It's not just for brand new registrants. |
| 2 | Will this now be a third provisional envelope or will this be added as a reason on the light green existing envelope? | We will be using the same provisional envelopes we already have. You will need to mark Reason #6 – Other and write “SDR” or “Same Day Registration” or something similar on the line. |
| 3 | Will we need a new Statement of Results? | No, this will not affect the Statement of Results. |
| 4 | There are many procedures we follow when processing applications, such as for protected voters and commercial addresses that take longer than a few days. Will we have to deny these individuals immediately so we can get these all processed by the provisional ballot meeting deadline? | You will need to work through these as quickly as possible to resolve them. We should be doing everything possible to ensure that if the person was eligible to register, that they get registered. However, there is no “second bite at the apple.” There is no “cure” process for same day registration voter registration applications. If a voter fills out a voter registration application with material omissions, and the application would need to be denied, you will need to deny that application and go through normal procedures. The provisional ballot won't be counted` |
| 5 | Will all SDR apps need to be processed before creating the Election Day poll books? | Yes. All voters who register and vote using the same day registration process during early voting have to be entered into VERIS (both registration application and absentee provisional) prior to preparing your pollbook. This will allow those records to show on your pollbooks as having registered and voted using same day registration when your Officers of Election look folks up in the pollbook. |
| 6 | Will the voter registration application be placed inside the PV envelope? | The voter registration applications should be placed in Envelope 8 as they are now. |



- 7 Why do books “close” if we are still accepting registrations?**

The same day registration process is very specific in that it can only be done in the GR’s office (or early voting satellite location) or at the polling place. If a voter mails a registration application or submits one using the Citizen Portal or the DMV after the voter registration deadline, that application cannot be processed until after Election Day (just like normal). Additionally, those folks who do register before the deadline would be allowed to vote a regular ballot on the machine. Same day registration voters all have to vote a provisional ballot that will be adjudicated at the provisional ballot meeting.
- 8 Why do the SDR voter applications have to be processed before Election Day if the person is required to vote provisionally? What is the difference in processing the app after the books reopen?**

Entering the same day registration applications for early voters prior to Election Day is one way to ensure that people don’t use this process to attempt to vote in multiple locations.
- 9 Do we know the considerations for SDR voters? I.e., are we asking for ID, utilities bill to tie them to their Virginia residence?**

The ID requirements for an SDR voter are the same as for any other voter. The voter must present acceptable ID or sign an ID Confirmation Statement. If they do not provide proper ID, you should also mark the “No ID: voter also did not show required ID” box on the provisional envelope and “You did not provide required ID (See other side)” on the Provisional Voter Notice.
- 10 If they go to an incorrect polling place to do a same day registration, would we need to redirect them based on their residence address? I assume we couldn’t count their ballot if they are voting the incorrect ballot.**

If a same day registration voter is in the incorrect precinct, you should try to direct them to the correct precinct. Just like normal, if a same day registration voter casts a provisional ballot in the wrong precinct, that ballot cannot be counted.



11	Will the number of SDR provisionals be reported separately in VERIS?	Yes.
12	If a voter is changing their address between localities, and we discover that they have an absentee ballot in another locality, do we not count their ballot in the new locality?	If the voter has already cast a ballot, in the other locality, the provisional ballot cannot be counted. Enter the voter registration application as incomplete, and after canvass has been completed, finish processing the voter registration application to move the voter into your locality. The provisional ballot for that voter cannot be counted.
13	Will ELECT provide information handouts to give voters who have questions about changes?	Yes, ELECT will be producing an FAQ on same day registration for voters.
14	A GR mentioned those that meet the requirements of the What Ifs then they can vote on the machine. But what if they have to go to another precinct to do that? Do we still send them there?	If a voter is eligible to vote on the machine under the What Ifs, they can do so. If they are in the wrong precinct, you will need to send them to the correct precinct to vote. These voters also have the option to use same day registration to register and vote a provisional ballot in their new precinct. Voters who qualify to vote under #s 4-8 of the What Ifs should be given the choice.
15	What about first time voters? 5 days waiting period how will VERIS deal with this situation?	The 5-day waiting period only applies to voters who register while the books are still open and the ballot will be cast on the machine. Because same day registration voters are voting a provisional ballot, the 5-day waiting period does not apply.
16	What if a first time voter doesn't want to come back in 5 days and insists on voting while they are already here?	These voters should be offered a provisional ballot, and you should mark that the voter is not in the pollbook as the reason. At the provisional meeting, this ballot can be counted because the voter will have been properly registered by the deadline.
17	Will voters be able to use this process on the Monday before Election Day?	No. Same day registration begins the day after the books close and ends on the final day of early voting. It is available again on Election Day.
18	Will we know when other localities have uploaded Election Day voting credit to make sure we do not count the provisional of a voter moving between localities, if they have already voted on Election Day?	Localities have to enter all of their Election Day SDR voter registration applications by 5:00 p.m. on the Friday after the election. VERIS will flag any voter who has already been entered as an SDR voter (either during early voting or on Election Day). This is your first check on the possibility of multiple registrations/provisional ballots. We cannot rely solely on the voter credit upload, because localities don't upload their voter credit at the same time, and localities



using paper pollbooks can't upload credit until at least 30 days after Election Day.

- | | | |
|----|---|--|
| 19 | How do we process SDRs during canvass when we are still accepting and counting absentee ballots through Friday? Will we have to wait until CAP is completed? | You have leeway to process these in a manner that works best for your office as long as all of the SDR voter registration applications from Election Day are entered by 5:00 p.m. on the Friday after the election. Please note that for the November 2022 General Election, the deadline to receive absentee ballots falls on the Veteran's Day holiday, so the deadline is moved to Monday, November 14 th at noon. |
| 20 | If the voter has already voted in another locality during pre-processing, will it be obvious in VERIS to not allow the voter to vote again? | Yes, will be able to see that the voter already cast a ballot in another locality. |
| 21 | Will the board have to meet prior to Election Day to vote on the early voting SDR provisionals so that it can be included in the Election Day results or will all SDRs only be included in the post- election results? | The provisional process doesn't change in terms of the timeline. SDR provisional ballots will be processed at the provisional meeting. |

